IPI Academy

falconbury



Presented by
Falconbury

The Director's Guide to Meetings Governance

A practical course equipping directors with essential meeting governance skills to run effective meetings, produce robust minutes, ensure accountable decision-making, reduce organisational risk, and avoid costly consequences of poor documentation

Format:
Bespoke training

CPD:
3 hours for your records (depending on your requirements)

Certificate of completion

Course overview

This training course provides a practical and governance-led approach to meeting management, focusing on how directors and governance professionals can ensure that meetings are effective, decisions are robust, and minutes provide appropriate legal protection.

Moving beyond basic minute-taking, the course examines the governance value of minutes as formal corporate records, and their role in evidencing director decision-making under the Companies Act 2006 and the Economic Crime and Corporate Transparency Act 2023. Participants will explore when minutes act as a safeguard - and when poor drafting can expose directors and organisations to risk.

The programme develops a clear understanding of meeting structures, roles and legal obligations, including quorum, conflicts of interest and the distinct responsibilities of the chair, company secretary, and minute-taker. Particular emphasis is placed on correctly recording conflicts and decisions, and the potential consequences where governance processes are not properly documented.

Participants will learn how to produce clear, decision-focused minutes that demonstrate the exercise of independent judgement, capture key reasoning and support accountability. Practical frameworks such as structured decision recording and action tracking will be introduced to ensure that decisions are not only recorded but followed through effectively.

The course also addresses modern developments in meeting governance, including the use of AI and transcription tools, data protection considerations, and the need for robust human oversight. Participants will gain a realistic understanding of how technology can support - but not replace - effective minute-taking.

In addition, the programme covers end-to-end meeting management, from agenda design through to post-meeting follow-up, showing how well-structured meetings lead to better decisions, clearer accountability, and measurable organisational efficiency.

By the end of the course, participants will be equipped with practical techniques, governance frameworks, and drafting approaches that enable them to produce minutes that are clear, defensible, and aligned with best practice—ultimately supporting better-run meetings, stronger governance, and reduced organisational risk.

Benefits of attending

By attending this training course you will:

- **Develop** a clear understanding of the purpose of minutes and resolutions as formal governance records that evidence decisions and protect directors
- **Build** the skills to produce concise, accurate, and legally robust minutes under the Companies Act 2006
- **Learn** how to capture decisions effectively, including rationale, outcomes, and clearly defined actions
- **Strengthen** your ability to structure and manage meetings end-to-end, from agenda design to action tracking
- **Understand** the roles and responsibilities in meetings, including the chair, minute-taker, and company secretary
- **Gain** confidence in handling and properly recording conflicts of interest, reducing legal and governance risk
- **Apply** practical drafting techniques to improve clarity while reducing time spent on minute preparation
- **Enhance** accountability by creating clear, actionable records with defined ownership and follow-up

Who should attend?

This training course has been specifically designed for:

- Company Directors - executive and non-executive
- Company Secretaries
- Trustees
- Governance professionals
- All senior professionals looking to develop their skills in this area

Reviews

★★★★☆

Very good in all aspects of the webinar. Friendly approachable speaker who made the environment comfortable to be able attendees to interact easily. It was very interesting overall.

Penelope Hillary
PA to the Board
GNAAS
Nov 8 2024

★★★★★

Excellent

Onyeche Helen Adogwa
Principal Partner
Adogwa & Co. Ltd
Aug 4 2023

★★★★★

Mr. Davies was very kind, and his passion for minutes lifted a lot of that burden feeling. I look forward to using a few new skills and techniques.

Daisy Martinez
General Manager
Laguna Madre Water District
Aug 4 2023

★★★★★

Everything was great, I was looking to make my minute taking more professional and with this course I did.

Susan Wilkinson
Executive Assistant
Danbro Trading Group
May 22 2023

Run this programme in-house for your whole team

Coming to IPI Academy for your in-house training provides an all-inclusive service which gives you access to a wide variety of content, learning platforms and delivery mechanisms as well as your own personal training adviser who will work with you from the initial enquiry through to feedback and follow-up after the programme.

With over 600 trainers, all practitioners and experts across a huge range of fields, we can provide the training you need, where you need it, when you need it, and at a price which suits your budget. Our approach to tailored learning and development consists of designing and delivering the appropriate solution for each client.

For your FREE consultation and to find out more about how we can work with you to solve your training needs, please contact our training advisers:



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IPI Academy

IPI Academy is a training initiative of Falconbury and Management Forum; leading providers of industry training for over 30 years, based in the UK.

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